

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 26, 2010 in the Burlington Public Library Meeting Room. Present were Yvonne Braunschweig, Pat Hurley, Steve Rauch, Pat Hoffman, and Mike Kelly. Excused were Penny Torhorst, Kay Pockat, Dianne Boyle and Scott Johnson. Also present were high school representatives Evelyn Dillman and Nicole Durand, Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Braunschweig called the meeting to order at 4:00.

Minutes of the September 28, 2010 meeting were approved. Kelly moved, and Hurley seconded. Motion passed.

The October 2010 General Fund Bills, Prepaids, Reimbursements and September 2010 General Fund deposits were discussed and approved. Hoffman moved approval and Kelly seconded. Motion passed.

Committee Reports: There are none at this time.

Federated Library Report: There is no report at this time.

### Old Business:

Budget: Falk meets with the City Council on Wednesday evening to present the budget. Falk discussed parts of the budget. The budget was approved in principal by the board at the last meeting. Kelly moved to approve the budget as presented to the Library Board today. Hurley seconded. Motion passed.

Friends: Falk explained that the Friends are almost ready to launch their new fundraiser. It will be to purchase 6 to 8 new computers, new tables for those computers, some laptops for use in the library and also Envisionware, which is software to manage the computers.

### New Business:

### Upcoming Events:

The Wisconsin Library Association conference will begin next Tuesday. Kelly asked about handouts from the trustee dinner last month. Falk will forward the link to everyone on the board.

Falk wanted to use some trust money to help cover costs for materials, conference and our webpage design. Falk would like to use \$800.00 grocery money for web page redesign and \$500.00 for costs associated with the WLA conference. She also asked for \$150.00 gift money, \$250.00 recycled cartridges money, and \$3,000.00 general trust fund money for materials. This would total \$4,700.00. Kelly moved and Hurley seconded the motion. Motion passed.

The Police Department has agreed to help get back long overdue items from patrons. We are working with the city attorney to establish a procedure. Falk also spoke to the City Attorney about a policy on banning videotaping in the library. He is looking into the matter.

Falk would like to use \$300.00 trust money for staff appreciation and \$25.00 for a gift certificate for our year round volunteer. Courtney Parrett, a desk clerk, made beaded fish and embroidered towels for SRP prizes. Falk asked to give her a \$25.00 check to help defray the cost of the supplies for making these items. Hoffman moved and Rauch seconded the motion. Motion passed.

Falk asked if the Board wanted to do the Director's Evaluation in January again this year. The Board agreed. The form would be handed out at the December meeting and returned in time for the January meeting.

Falk introduced our two new student representatives. The first one is Nicole Durand, a Junior from Catholic Central. She wanted to be a representative so she could be of service to the community. She plans to attend college and study psychology. The second student is Evelyn Dillman, a Junior at BHS. She loves the library and she comes here a lot. She was hoping to share the library's ideas with other students.

Falk reported that we have always scored well in regard to the Wisconsin Public Library standards. A newly revised draft for updated standards has just become available, and we fall short in the area of public access computers. We are hoping the Friends' fundraiser will help us address this problem.

Hoffman moved and Rauch seconded the motion to approve the October Trust Fund Bills and the September Trust Fund Deposits. Motion passed.

#### Director's Report:

Monthly report: The circ number is down slightly for the year but the walk in count and internet usage are both up.

Falk reported that we now have a gate at the top of the basement stairs, which improves the safety of our entranceway.

Falk reported that there will be a phone upgrade at 9:00 AM on November 11<sup>th</sup>. We will be without any phone service for a short time, then limited to one line until the full system comes back up.

#### BPL in the News:

There were many newspaper calendar events.

Public communication to the Board: There was none at this time.

Meeting was adjourned at 4:45 PM. Kelly moved and Hurley seconded. Motion passed.

Our next meeting will be on Tuesday, November 16<sup>th</sup> at 4:00 PM in the Burlington Public Library meeting room. It is early because of the Thanksgiving holiday.

Respectfully submitted,

Steve Rauch  
Aldermanic Representative